

**NORTHEAST OKLAHOMA COMMUNITY ACTION AGENCY, INC.**  
**SPECIAL BOARD MEETING MINUTES**  
August 27, 2018

The NEOCAA board meeting was called to order at 12:36 p.m. on August 27, 2018 at the NEOCAA Conference Room. Roll call determined the following members to be present: Jeanie Reed, Misty Bingham, Kim Harner, Kim Williams, Brian Wagnon, Danyell Crabtree, Patsy Winn, Rebecca Jim, & Kim Roblyer. A quorum of nine was present.

Rebecca Jim conducted the meeting.

**Appointment to Board of Directors**

John Ann explained that The Head Start Policy Council met on July 23, 2018 and elected Danyell Crabtree as its representative to the Northeast Oklahoma Community Action Agency Board of Directors. Jeanie Reed Made a motion to except Danyell Crabtree as the representative to the NEOCAA Board of Directors. Brian Wagnon seconded the motion and all were in favor.

**Appointment to Board of Directors**

John Ann explained that The Head Start Policy Council met on July 23, 2018 and elected Ciara Allen as alternate to the Northeast Oklahoma Community Action Agency Board of Directors. Jeanie Reed made a motion to except Ciara Allen as the alternate to the NEOCAA board of directors. Patsy Winn seconded the motion and all were in favor.

**June 25, 2018 Special Board Minutes**

Rebecca Jim asked the Board if there were any additions or corrections to the minutes. There were none. Patsy Winn made a motion to approve the June 25, 2018 board meeting minutes. Danyell Crabtree seconded the motion and all were in favor.

**Management Report for June & July**

John Ann briefly went over the NEOCAA management report for June and July 2018. Danyell Crabtree reported on policy council activities and business.

**Financial Reports for June & July 2018**

Tisha Nichols presented the Financial Reports to the Board of Directors. Rebecca Jim asked if there were in questions or concerns to the Financial Reports. Kim Harner made a motion to approve the Financial Reports for June and July 2018. Jeanie Reed seconded the motion and all were in favor.

**FY 2018 SAF/CAA**

The Oklahoma Department of Commerce awarded the agency \$21,794.00 in fiscal year 2019 State Appropriated Funds/Community Action. These funds will be used to pay for \$15,000.00 in utility assistance payments to approximately 17 households. The funds will also be used to pay a portion of the salary and fringe for the Agency's Outreach Worker. The SAF/CAA grant also pays for a small portion of the salaries and

fringe benefits for a number of administrative staff for direct costs related to program administration, as shown in the budget. Kim Harner made a motion to approve the budget for the State Appropriated Funds/Community Action for the Agency. Danyell Crabtree seconded the motion and all were in favor.

### **FY 2018 SAF/HS**

The Oklahoma Department of Commerce awarded the agency \$112,269 in fiscal year 2019 State Appropriated Funds/Head start. Kim Roblyer made a motion to approve the budget for the State Appropriated Funds/Head Start for the Agency. Brian Wagon seconded the motion and all were in favor.

### **Board Appointment**

John Ann explained that she has sent out several letters in attempt to find an Appointing Authority to appoint a representative for the low income sector in Ottawa County. She added she has had no response and that the item would need to be tabled at this time. Patsy Winn made a motion to table this item until another time. Misty Bingham seconded the motion and all were in favor.

### **Phase 35 EFSP Ottawa County Grant**

The agency has been awarded \$3,577.00 in Phase 35 Ottawa County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to Clients in Ottawa County. The budget was provided with the board packet. Kim Roblyer made a motion to approve the budget for the phase 35 Emergency Food and Shelter Grant for Ottawa County. Patsy Winn seconded the motion and all were in favor.

### **Phase 35 EFSP Delaware County Grant**

The agency has been awarded \$15,671.00 in Phase 35 Delaware County Emergency Food and Shelter Program funds. These funds will be used to provide emergency rent and utility payments to clients in Delaware County. Kim Harner made a motion to approve the Phase 35 EFSP Grant for Delaware County. Danyell Crabtree seconded the motion and all were in favor.

### **Phase 35 EFSP Cherokee County Salvation Army**

The Agency was awarded \$2,435.00 in Phase 35 Cherokee County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to clients in Cherokee County. Patsy Winn made a motion to approve the Phase 35 EFSP for Cherokee County Salvation Army. Brian Wagon seconded the motion and all were in favor.

### **Phase 35 EFSP Cherokee County**

The Agency was awarded \$2,435.00 in Phase 35 Cherokee County Emergency Food and Shelter Program Funds. These funds will be used to provide emergency rent and utility payments to clients in Cherokee County. Danyell Crabtree made a motion to

approve the Phase 35 EFSP for Cherokee County. Jeanie Reed seconded the motion and all were in favor.

### **DOE Funds for Weatherization Grant**

Debby Foreman explained the Agency previously received 45% of the 2018 DOE Weatherization grant. We now have received the balance of the grant for a total of \$205,537.00. This will allow the agency to weatherize 23 homes. Kim Harner made a motion to approve the balance of the 2018 DOE weatherization grant. Patsy Winn seconded the motion and all were in favor.

### **Addendum Personnel Policies**

Kristi Helsel explained to the board that with our recent ODOC monitoring, the report indicates some corrective action necessary to resolve problems including: Page 18-To be clear & outline that only full time employees are evaluated on performance on annual basis or as needed. Page 45- Clarify that only full time employees are evaluated on performance. Page 79- Smoking/Tobacco Usage-Add to policy that E-cigs/Vapes are included in the tobacco free environment and will be prohibited to use on NEOCAA, Inc. property and /or Vehicles. Patsy Winn made a motion to approve the personnel policies, effective August 27, 2018 through August 27, 2019. Misty Bingham seconded the motion and all were in favor.

### **Agency Cost Allocation Plan**

Tisha explained that the Cost Allocation plan for NEOCAA was discussed and no changes were noted. Brian Wagnon made a motion to approve the Cost Allocation Plan dated August 27, 2018. Danyell Crabtree seconded the motion and all were in favor.

### **Addendum to Agency Fiscal Policies**

Tisha Nichols noted the following changes to the Fiscal Policy:

Page 16 Inclusion of ESG purchasing language-ESG funds are NOT to be used for purchasing supplies, materials or equipment.

Page 32 Procurement for services between \$5,001-\$15,000 updated to reflect three telephone or electronic bids rather than two

Page 32 Procurement for services less than \$3,000 to have documented analysis in accordance with requirement 108

Page 33 Procurement for services above \$25,000 approved in advance by ODOC utilizing form 18, rather than form 23 as previously reflected.

Page 52 Update record retention policy for purchase orders support documentation (other copies, receiving sheets and requisitions) from one year to three years

Kim Harner made a motion to except the Changes to the Fiscal Policies. Patsy Winn seconded the motion and all were in favor.

### **FY 18 DHS TANF LITERACY GRANT CONTRACT & BUDGET**

John Ann explained to the Board of Directors that NEOCAA has applied for and received \$51,991.00 from the Oklahoma Department of Libraries to contract for the provision of literacy services to TANF clients in Delaware County. The funds are to be

used to contract for the services of an instructor for the program, to purchase materials and supplies needed to operate the program and to provide administrative services for program oversight. Kim Roblyer made a motion to approve the TANF Literacy Grant Budget and approves execution of a contract with the Oklahoma Department of Libraries to secure the grant funds. Jeanie Reed seconded the motion and all were in favor.

### **RX for Oklahoma Contract**

John Ann explained the agency received notification that our contract to provide assistance to low income families in need of free or low cost medications through RX for Oklahoma as approved. The budget was attached and provides for a full time regional area director and part-time customer service representative. Misty Bingham made a motion to approve the RX for Oklahoma budget in the amount of \$146,666 for a contract to participate in the RX for Oklahoma prescription assistance program. Kim Harner seconded the motion and all were in favor.

### **ODOC Monitoring Report**

John Ann related to the Board of Directors that the Oklahoma Department of Commerce completed its monitoring visit on June 15, 2018. The report was very complimentary of the agency staff, board of directors, financial oversight, and programs. However, there were a few noted issues requiring some clarification or correction. These responses are included in the ODOC Monitoring Report Response. Patsy Winn made a motion to approve the ODOC Monitoring Report Response as submitted. Kim Harner seconded the motion and all were in favor.

### **Change in Agency By-Laws**

John Ann explained that per ODOC requirements we change our term limit to not exceed 39 years instead of 40 years. Patsy Winn made a motion to except the changes to the Agency By-laws effective August 27, 2018. Jeanie Reed seconded the motion and all were in favor.

### **EEO Affirmative Action Officer**

John Ann related to the Board of Directors that the Agency would like to confirm that the EEO Officer will be the Planner/Grant Writer for NEOCAA. Patsy Winn made a motion to approve the Planner/Grant/Writer as the EEO Affirmative Action Officer for NEOCAA. Misty Bingham seconded the motion and all were in favor.

### **EHSCCP Partnership Contracts**

John Ann explained to the Board of Directors that Early Head Start partnership is a grant funded program partnering with existing child care centers to improve services provided to the most needy children and families. NEOCAA is currently partnered with 3 child care centers: Henry Lee Doublehead CDC, Education Station, & Kids Company. Each program year NEOCAA renews the contract with each partner making changes and adjustments as needed. Brain Wagon made a motion to approve the 2018-2019

program year contracts for the Early Head Start Child Care Partners. Danyell Crabtree seconded the motion and all were in favor.

### **EHS Child Care Partnership Grant**

Suzie Hemphill related to the board that NEOCAA, Inc. received an Early Head Start Child Care Partnership grant on a five year grant period. The grant requires a non competing renewal application each year. The Grant/Cooperative Agreement for Grant #06HP0005-04-00 has been awarded and released. Patsy Winn made a motion to approve the continuation grant award for the budget year August 2018 to July 2019.

Jeanie Reed seconded the motion and all were in favor.

### **Rental of Office Space for EHSCCP**

Suzie Hemphill explained to the Board of Directors that currently the Early Head Start Child Care Partnership Managers are working under less than ideal circumstances due to the lack of office space in the NEOCAA building. Some of the managers are sharing office space, some do not have a dedicated office space and one is housed at another location. She further added that we have applied for carryover funds to purchase a modular building to be placed on the NEOCAA office property, but have yet to receive approval from the Office of Head Start and no time line for approval has been given. The Early Head Start Child Care Partnership managers would like to rent an office space at 329 S 6<sup>th</sup> Street in Jay, OK from Chad Garrison. This would be on a monthly lease for \$850.00 with water and electric included in the rent with no security required. Patsy Winn made a motion to approve the request for EHSCCP managers to rent an office space at 329 S 6<sup>th</sup> Street in Jay, OK from Chad Garrison. Jeanie Reed seconded the motion and all were in favor.

### **Expenditures over 5,000.00**

#### **Purchase of Vehicles for NEOCAA**

John Ann explained that Cameron Dozier has been working with Bill Knight Ford to purchase two vehicles for the agency to upgrade our fleet. We have received an offer from them for the purchase of two 2019 Ford Explorer for \$24,957.00 a piece. Jeanie Reed made a motion to approve the purchase of two vehicles for the agency. Brian Wagnon seconded the motion and all were in favor.

#### **Shade for Henry Lee Doublehead and Kids Company**

Suzie Hemphill related that NEOCAA, Inc. Early Head Start Child Care Partnership is a current partner at Kids Company Child Care Center in Grove and Henry Lee Doublehead in Tahlequah. As a state and federal requirement, centers must have adequate shading on playgrounds for children in care. Henry Lee has a second playground in need of shade and Kids Company currently does not have a shade. Bids were sent out to six vendors and ACS Playground Adventures had the best quality and pricing. Patsy Winn made a motion to approve the purchase of shade for Henry Lee Doublehead and Kids Company Child Care Centers. Kim Harner seconded the motion and all were in favor.

### **Discussion Items Included**

- A. John Ann Thompson went over family relationships within the agency to discuss nepotism concerns
- B. John Ann Thompson related that Organizational Self Assessment will be uploaded to the Captain Operating Program
- C. Suzy Hemphill went over the EHS EHSCCP Self Assessment
- D. Debby Foreman discussed and answered questions concerning the Customer Satisfaction survey

### **Adjournment**

At this time Patsy Winn made a motion to adjourn. Kim Harner seconded the motion and all were in favor. Meeting adjourned at 1:50 p.m.